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Agenda for RECORDS OFFICERSMEETING - 610 Neg,

19 December at 10:00

- I. Data on Conventional and Special Filing Equipment
- II. Results of Agency-wide Survey to Determine Need for Safe
Based on Security Check Sheet
- III. Procedure Used by ORR to Determine Use of Safes
- IV. Specialty File Equipment --To Save Space

 - 1. Results of FULL SPACE Equipment Installation
 - 2. Advantages In Using Conserva-File-V

- V. PRESIDENTS Program for Records CLEAN=UP
- VI. New Publications

 - Information and Records Management
 - Records Management

- VII. The Correspondence Handbook
- VIII. New Form 2620 - Request for Logistics Services,,
- IX. Determination of Office of Record
- X. After Hours Training in Rec Mgmt. and Paperwork Mgmt.
PAPERWORK MANAGEMENT - The Management of Institutional
Records Systems: Maintenance and Retirement...31 Jan 1967

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